

# Community Service Learning



**presented by**

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# Community Service Learning (CSL)

- Act 648 of 1993 states that beginning with the 1996-97 school year, "a student who has completed a minimum of seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12), at any certified service agency or a part of a service-learning school program shall be eligible to receive one (1) academic credit that may be applied toward graduation."

# Required Components of CSL Program

- Preparation-Schools/students should identify a need within the community and determine how that need can be met through service.
- Action – Students should complete community service and log 75 certified clock hours.
- Reflection – Students should engage in a reflective activity which connects their service to a larger learning goal.

# Credit

- CSL is an academic credit, not a course.
- Upon completion of 75 documented hours of community service as well as a reflection piece, students may be awarded one career focus credit toward graduation.
- The appropriate course code is 496010.
- The maximum amount of credit awarded is 1 unit.
- There are no ½ units of credit awarded for CSL.
- This is a credit, not a graded course. Make sure this is not calculated in the GPA.

# What Does It Mean to Certify?

- “Certify” means that a service agency or organization has submitted to the school appropriate documentation that a student has successfully completed sufficient community service to be eligible for academic credit.
- Determining those responsible for certifying will be a part of the district plan.

# Who Can Certify?

- Schools
  - Already approved to certify by the State Board of Education
  - All Community Service Learning hours are under the supervision of a certified employee of the district
- Non-Profits/Organizations
  - Make site application through the local school board
  - Local board submits application to State Board of Education
  - Upon approval, staff of non-profit can certify hours

# District/School Plan

- The ADE is requesting that each district submit a district/school plan for CSL.
- These plans can be submitted through the online course approval system.
- A template is available on CSL web page.
- Though not a course approval, this will allow the State Board of Education to have easy access to the district plan should any questions arise.

# Elements of the District/School Plan

- School's plan for meeting the required elements of preparation, action, and reflection
- Description of how CSL will benefit the students
- Description of school's plan to manage CSL program
- Plan for identifying additional partner organizations
- Safety policies and procedures for outside organizations





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# COMMUNITY SERVICE LEARNING

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## **Related Files**

 [CSL Partner Application](#) ▸

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 [CSL-District Plan Template](#) ▸

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 [Community Service Learning - Arkansas Code Annotated](#) ▸

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 [CSL Sites \(spreadsheet\)](#) ▸

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 [Act 648 of 1993](#) ▸


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 [Current Rules and Regulations AR CSL](#) ▸


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 [Global Youth Service Day](#) ▸

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 [An Approach to Implementing Community Service Learning](#) ▸

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 [Community Service Learning - Site Application](#) ▸

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 [Service Learning in Arkansas Toolkit and Resource Directory](#) ▸

# COURSE APPROVALS

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## Online Course Code Management System Webinar 11/10/2016

### When does a school need a course approval from the Arkansas Department of Education?

- A course approval **is necessary** for any courses used to satisfy the thirty-eight (38) courses required by the Standards of Accreditation and/or to meet any of the twenty-two (22) required units for graduation:
  - that do not have an approved Arkansas Curriculum Framework,
  - that are not part of the College Board Advanced Placement (AP) Program, or
  - that are not part of the International Baccalaureate (IB) curriculum.
- A course approval **is necessary** for honors courses and/or concurrent credit courses for which the school wishes to award weighted credit.

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## Curriculum and Instruction

[RTI Arkansas](#) ▶

[Course Approvals](#) ▶

[Curriculum Framework Documents](#) ▶

[Curriculum Leader Announcements](#) ▶

[Dyslexia](#) ▶

[Educator Listserv Announcements](#) ▶

## What are the steps a school needs to take to get a course approved?

Discuss your course needs with your district's curriculum specialist and/or your principal.

Obtain any paperwork or regulations required by your district when creating new courses.

Note that there are **seven important items** listed on the form that should be included with the approval request. These include general information about the school and teacher(s); the course outline; a list of instructional materials; and descriptions of the targeted student population, instructional strategies, assessments, and hands-on activities.

Assistance with the applications can be provided by the content area specialists at ADE by calling **501-682-7442**.

When the course approval request is ready to submit, it should be submitted via the [Online Course Approval System](#).

After the review by the course approval committee, requests receive one of three possible responses: approval, disapproval, or request for further information.

Schools will be notified by email of committee findings, but often other communications occur before, during, and after the committee review.


**May 1** is the deadline for submission of requests for the following school year.

## Related Links


 [Course Approval System](#) ▶

## Related Files

 [2017-18 ACE Course Code Changes](#) ▶

 [2017-18 ADE Course Code Changes](#) ▶

 [2017-18 Course Code List](#) ▶

 [Course Approval System School District User's Guide \(PDF\)](#) ▶

## ADE Course Approval System

User name

Password

### **Arkansas Department of Education Employees**


Login with your ADE domain credentials.

### **District Superintendent or Assistant Superintendent**

Login using your State Active Directory (SSO) credentials. Your account must be setup in eSchoolPlus. Additionally, either job code 1000 or 1015 must be associated with your employee record in your district's FMS or eFinancePlus system.

### **Authorized District Users**

Login using your State Active Directory (SSO) credentials. Your account must be setup in eSchoolPlus. Additionally, your district superintendent or assistant superintendent must first login and add your account to the district's authorized users list.

 Changes made to eSchoolPlus, eFinancePlus, or FMS can take up to 24 hours if the updates are made by 4:00 p.m.

Course Requests ▾

+ New Request

✍ Not Submitted 45

👍 Need Superintendent  
Approval 2

🔍 Need More  
Information 25

💬 ADE Review 8

✓ Approved Requests  
381

🚫 Denied Requests 50

☰ All Requests 511

ADE CAS Review ➤

## New Course Approval Request

### School Information

District:

--Select District--



### Contact Information

Primary Contact:

Thomas Coy (ADE)

Phone:

Email:

Thomas.Coy@arkansas.gov

Summer Contact:

Phone (Home/Cell):


Email:

### Course Information

Approval Requested for following Grade-level(s):

☐ 5th ☐ 6th ☐ 7th ☐ 8th ☐ 9th ☐ 10th ☐ 11th ☐ 12th

# Edit Course Approval Request

 Download Request

General Information

Content

Resources Needed

Targeted Students

Assessments

Multilevel Courses

Complete

Approval

## School Information

**District:**

Cutter-Morning Star School District



## Next Steps

- Develop district plan for Community Service Learning
- Submit plan to ADE
- Work with local board and State Board to obtain site approval for additional partner organizations to certify community service
- Implement program, certify hours, and award student credit



# Contact Information

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